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16 February 1993

**MEMORANDUM FOR THE RECORD**

From: Philip Georgariou

Subject: **Minutes of the NAS Jacksonville Installation Restoration Program Management Team Meeting**

Attendees: Mr. Joel Murphy, SOUTHDIVNAVFAC (Code 1853)  
Mr. Paul Campbell, SOUTHDIVNAVFAC (Code 1854)  
Mr. Kevin Gartland, NAS Jacksonville (FED)  
Mr. Philip Georgariou, ABB-ES  
Mr. Fred Bragdon, ABB-ES

The meeting convened at 1000 on 11 January 1993.

A discussion was held regarding the establishment of quarterly "team" meetings to ensure open flows of communication to all concerned. It was felt that, because of the high level of activity in terms of contracting actions over the next month or so, bi-weekly meetings would be held for the next six weeks, just for the core team members (current attendees). Some discussion was held as to the need for USN/ABB-ES contracts attendance at one of the next couple of meetings.

It was agreed that discussions at these team meetings would have no boundaries (though agendas will be preset). Discussions are to be characterized as open and honest, utilizing brainstorming or structured discussions to reach consensus.

Total Quality Leadership (TQL)/Total Quality Management(TQM) precepts and concepts will guide the conduct of NAS Jacksonville's IR Program management. Meetings will have pre-set agendas, and needed attendees will be predetermined. Problems will be identified and solved, not put off for later resolution. Requirements will be set, understood, and then fulfilled. The focus of these meetings is *action and achievement*, not just discussion.

Because of the importance of JAXFACTS to the overall achievement of NAS Jacksonville's IR objectives, Joel dictated that every CTO should have sufficient time included that will allow for incorporation of that CTO's results into the database. The importance of having a functional, up-to-date database (JAXFACTS) cannot be over-emphasized.

Joel was presented with copies of the state and federal groundwater and soil exceedance data, by individual sampling location within NAS Jacksonville. These reports were examples of the data that is currently available within JAXFACTS. He was also provided with a preliminary copy of the JAXFACTS operator's manual.

Joel was provided with an initial schedule for the OU1 Round 2 (CTO - 040, Mod 6) field work/RI Report.

Joel and Kevin were provided with copies of the January Monthly IR Program Progress Report.

A discussion was held concerning the capabilities of the field laboratories that have been proposed for OU1 Round 2 and OU2. Joel's understanding was that these laboratories would be capable of doing "full screen" analysis. Philip Georgariou agreed to pursue, through the contracted laboratory, information as to pricing and capability for this type of field laboratory. Joel will then go forward to the regulatory agencies to gain acceptance for use of their analytical data on an unaccepted basis.

The OU# scoping meeting is postponed until after the Historical-Background Chronicle has been finished and reviewers have had several weeks to go over it. The initial draft was provided to Joel and Kevin and comments were requested. (Comments were promised by 19 February). When the final document is mailed out, it will carry a cover letter that contains the date of the scoping meeting and will request participation.

A brief discussion was held regarding the results of the Radiological Affairs Support Office (RASO) audit of selected areas aboard NAS Jacksonville. Per recommendations made by the RASO auditor, ABB-ES will utilize radiological measurement devices to ascertain radio activity levels prior to any intrusive work. To that end ABB-ES expressed a need for radiological monitoring equipment. There are options that were presented: one is for ABB-ES to buy/lease the necessary equipment, including necessary probes, maintenance, and calibration requirements; or two, for Joel to petition the Naval Electronics Systems Command (NAVELEX) to provide the required equipment - specifically, two each AN/PUR-27 Gamma/Beta Survey Meters and PRM-5/SPA-3 Scintillation Count Rate Meters. Joel was given the name of Mr. William Wood, the Jacksonville area field manager for NAVELEX (in Charleston, SC at (803) 745-4680) to pursue the use of government furnished equipment.

Joel was provided a draft copy of the OU1 Focused Feasibility Study Field Work Plan of Action (did not include cost models). The formal submittal was promised by Friday, the 12th of February.

The OU2 (specifically, PSCs 2, 41, & 43) Focused RI/FS Statement of Work was discussed. Several changes/modifications/clarifications were made. For example:

The RI Report will not repeat anything that has already been published in some other document - it will only be referenced;

Regarding risk assessment - "If the surface (0-1' bls) soil is clean, regardless of underlying soil conditions, no human health hazard exists *for these specific PSCs*;" or "If the first two feet of soil are clean, regardless of the condition of the underlying soil, then no ecological risk exists;"

Numerical modeling results are not to be part of the Focused RI Report.

Soil is the only media of concern for these PSCs, though wells/piezometers will still be installed to aid the numerical modeling effort. (The well installation will require the direct-push technology screening to ensure they are being installed in "clean" locations.)

A number of other administrative changes to the OU2 effort were also made. The SOW will be formally updated to reflect these changes after completion of negotiations.

A brief discussion was on the Observational Approach to site characterization and remediation. This approach stresses the need to embark on a prescribed plan, and not get trapped into an iterative investigation effort - rather, take action on known problems and reinvestigate the unknowns as schedule/funding permit. This concept will be embraced in conjunction with NAS Jacksonville's IR Program.

Process effectiveness was briefly discussed - specifically, Joel directed that any and all such processes/procedures (i.e. PCSRs, SERs, proposal preparation, etc.) be reviewed for their overall value to the program. Processes that add little or no value will be scrapped, regardless of their origin.

A listing was prepared of all the areas that require discussion/resolution by the management team. The list

includes:

- \* RI process in terms of "Focused" versus the normal field work implementation.  
Contracts attendance at Management Team Meetings  
Negotiation procedures - OU1 and OU2.  
Observation method versus standard IR process.  
USN (Joel's) observations on ABB-ES' performance, and vice versa.  
OU3 scoping meeting schedule.  
Statement of Work and Plan of Action (early development) coordination.
- \* Integration of personnel during planning and execution to handle IR process phases II & III (RI/FS and RD/RA).
- \* Setting IRP priorities and RA objectives.  
Setting 1, 3, 5, and 10 year NIRP implementation plans.  
Field work performance/accomplishment.  
Remedial Response Decision System - How to implement and when. How to integrate into the NIRP. EPA administration and execution.  
Coordination issues; *RPM, FIRM, ABB-ES, EPA, FDER, Natural Resource Trustees (NRT) - Local, NRT - State, NRT - Federal, PAO, TRC*; and relative to community relations, SOWs, basic administration of the program, etc.
- \* Management meetings - who, when, where, rules of order.
- \* Admissability/usability of field laboratory data.

The asterisk (\*) indicates topics for the next management meeting, currently scheduled for 2 March 1992, at the ABB-ES office in Jacksonville, FL. ABB-ES representatives from the FS and risk assessment areas need to attend. Willard Murray will also be encouraged to attend as the ABB-ES individual responsible for technical oversight at NAS Jacksonville.

The meeting was adjourned at 1700, 11 February 1993.